Assistant Financial Accountant – AC2/Grade 7
Finance
Ref: FIN-000/P

The University of Bolton has set out on an ambitious enhancement agenda as a ‘teaching intensive, research informed’ University and is looking to recruit an Assistant Financial Accountant to assist in the financial management, control and reporting of the University and its partner organisations.

Reporting to the Financial Accountant, you will be required to advise managers in the University’s partner organisations, and, by working closely with the Finance team, assist in preparing, managing and controlling the University’s financial planning, budget accounting and external financial reporting; which will involve liaison between the finance function, Partner Organisations, Academic Groups and University Services.

You will be responsible for preparing regular and ad-hoc reports to the Financial Accountant. In addition you will assist in preparing a detailed annual budget for the University’s Partner organisations, and the University’s Schools and Service Departments together with detailed management account statements for each to show their financial performance against budget. You will also assist in producing the University’s VAT and Corporation Tax returns and other mandatory returns (such as HESA and TRAC) as required.

You must be an ICAEW accountant with relevant experience, although this does not have to be within the Higher Education sector.

You should possess good interpersonal skills, developed leadership skills, have the ability to motivate, and be able to work to deadlines.

Salary in the range of £34,233 - £39,685 per annum.

Closing date for applications is 12:00 noon on Wednesday 18 March 2015.

An application form, job description and person specification can be viewed on our website: http://www.bolton.ac.uk/Vacancies or requested by email: hr@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on (01204) 903579 (Please leave your home address details). If contacting the University of Bolton please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit https://www.gov.uk/check-uk-visa.

The University of Bolton strives to achieve equality of opportunity.